

SENATE FISCAL AGENCY
Job Description

POSITION TITLE: Office Administrator

IMMEDIATE SUPERVISOR: Business Manager

SUMMARY: Responsible for telephone coverage, greeting visitors, and providing other clerical support.

DUTIES AND RESPONSIBILITIES:

1. Answers telephone; screens callers; provides information or refers callers to proper staff members; provides accurate message taking when needed; and reviews and distributes voice mail messages on a daily basis. Greets visitors and maintains Agency staff sign-out board.
2. Maintains Agency annual leave log and produces a daily leave/travel status report for the Agency's supervisory and support staff.
3. Manages inventory of and orders office supplies as needed.
4. Maintains and updates FoxPro mailing list database; Agency distribution lists; and processes requests for Agency publications.
5. Maintains Agency library which includes updating publication record log, cataloging, and filing Senate Appropriation Subcommittee hearing tapes.
6. Posts all Senate Standing Committee and Senate Appropriations Subcommittee hearings on wall calendar in the Reception area, distributes copies to appropriate staff and files notices in Reception desk hearings notebook.
7. Coordinates and prepares mailings for all Senate Appropriations Subcommittee notices and numerous Agency publications.
8. Sorts, opens, scans, and distributes incoming mail.
9. Sends and receives Agency facsimile documents.
10. Schedules use of main conference room.
11. Coordinates daily mail runs and provides telephone coverage training for Pages.

SKILLS AND ABILITIES:

1. Thorough knowledge of good telephone etiquette.
2. Ability to operate a multi-line, multi-functional telephone.
3. Ability to communicate oral and written messages clearly and concisely.
4. Ability to operate electronic word processing equipment.
5. Ability to use diplomacy, discretion, and judgment in handling calls and visitors.
6. Ability to maintain composure during stressful situations.

Note: This list is not intended to be exhaustive. Responsibilities and duties may change at the discretion of the Director of the Senate Fiscal Agency, his/her designee, or the Business Manager.